

TAB A TO APPENDIX IV TO ANNEX A TO DNAS OORDER 20/002 - SAIL
TRAINING CRAFT OFF-GOING CREW TURNOVER PROCEDURES

1. Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: _____
Printed Name: _____

Cleanliness, Preservation, and Stowage

- Pump out Marine Sanitation Device (MSD) holding tank and oily bilges at the Santee Basin pump-out station. Do not pump after dark.
- Conduct equipage inventories per the checklists provided by the staff. Submit discrepancy chits for expended items.
- Top off all engine fluids.
- Refill the oil, anti-freeze, and transmission fluid.
- Check propane tank levels and turn in all tanks that require a refill.
- Remove perishable food items from the boat. Stow all non-perishable food items in the galley food locker.
- Remove the deckplates, seat cushions, and other gear that would interfere with cleanup.
- Thoroughly scrub the deckplates and wash the galley gear topside.
- Thoroughly scrub and fresh water wash down the interior. Ensure no water is sprayed on the electrical/electronic equipment.
- Pay careful attention to head and galley cleanliness.
- Clean engine and engine bilge with Simple Green. Thoroughly dry the bilge area and place a fresh oil-absorbent pillow in the engine bilge.
- Clean the deep bilge with Simple Green.
- Ensure reefer gaskets are carefully cleaned and latch the reefer lids in the upright position.

- Perform a fresh water wash down topside. Ensure all black smudges are scrubbed off the white cabin top.
- Scrub the water line. Do not use abrasive scrubbing pads above the waterline - to include along the boot top or blue topsides.
- Drain potable water tanks.
- Clean, dry, and refold sails. Stow all sails in the forepeak. Turn in damaged sails to the Cutter Shed for repair (with chits).
- Submit discrepancy chits for material deficiencies.
- Restow all gear removed for cleaning.
- Remove all trash from the boat. Turn in hazardous material to the Cutter Shed.

Gear Turn-in

- Clean foul weather gear with fresh water and dry prior to inspection and turn in. Empty all pockets of trash, personal gear, and food products.
- Return sleeping bags to the Cutter Shed for cleaning.
- Wrap Techvests with harnesses and stow in the wet gear locker.
- Clean and dry the 96-quart cooler. Clean and place all controlled equipment in the issued cooler/pelican case and turn in to the Operations Officer for inspection and reissue.
- Ensure all publications remain aboard and are verified against Tab C to Appendix IV to Annex A.
- Empty the Navigation Table and other lockers.
- Turn in all logs, records, and charts for review and critique by the Robert Crown Center staff.
- Turn over the safe-haven charts to the oncoming crew. If any safe-haven charts were used, inform the staff as soon as possible to allow sufficient time to obtain replacements.
- Personnel from the Armory will inspect the Flare Boxes and verify the lead wire seals are intact.

Gear Stowage

The starboard gear locker should contain the following:

- Medical kit
- Flare kit
- Damage Control (DC) kit
- Tool box
- Bell
- Bosun's chair/Lirakis harness

The port gear locker should contain the following:

- Two buckets
- Cleaning and potable water hoses
- Gale rider
- Steaming cone and anchor ball
- Brushes and cleaning gear

- Stow the oil, anti-freeze, and transmission fluid under the port-line locker.

- Clean and stow anchors and rode in the forepeak.

End-of-Summer Items. In addition to the items listed above, the following apply to the last cruise block of the summer:

- Bleach the MSD tank after pump out.

- Clean all tools and preserve with Spray Lube.

- Turn in all propane tanks.

- Remove all food items from the boat.

- Inventory all personal flotation devices and man-overboard gear. Submit chits for missing/broken items.

- Clean all galley gear and turn in to the Cutter Shed.

- Clean and fold all Techvests and turn them in to the Cutter Shed. Return all unused CO² cartridges and wafers.

- Turn in the electrical, sail, winch, and engine repair kits.

- Turn in the shore power pigtail, oil change bucket, and oil lift pump to the Cutter Shed.

- Remove and turn in the jack lines.

- All STC will be inspected by the staff prior to crew departure.

TAB B TO APPENDIX IV TO ANNEX A TO DNAS OPORDER 20/002 - SAIL
TRAINING CRAFT ON-COMING CREW TURNOVER PROCEDURES

1. Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: _____
Printed Name: _____

Cleanliness, Preservation, and Stowage

- In conjunction with the off-going OIC, review the STC's Equipment Status Log and note any underway-limiting material deficiencies. Agree on a plan to correct these items.
- In conjunction with the off-going OIC, inspect the cleanliness, preservation, and stowage of the STC. Once you say, "I relieve you" - it's yours! Are you satisfied?
- Verify sufficient cleaning materials are aboard.
- Ensure all known material deficiencies are reported to maintenance personnel. Turnover the list of material deficiencies to the oncoming OIC for tracking.
- Verify sufficient engine oil, transmission fluid, and coolant are aboard.
- Fill potable water tanks.
- STC will be refueled at the Naval Station during the first week of the cruise block. The staff will coordinate refueling evolutions.

Gear issue

The following equipage will be issued at the beginning of each block:

- Charts
- Foul weather gear
- 10 sleeping bags (on Wednesday prior to overnight sail)
- Propane tanks (on Wednesday prior to overnight sail)
- 96-quart Cooler/Pelican Case containing controlled equipage. The OIC must sign for these items personally.

- Conduct a complete inventory per the checklist provided by the staff prior to Phase II Crew and Vessel Certification. Submit discrepancy chits for all items requiring replacement.
- Ensure all publications are aboard. Verify against Tab C to Appendix IV to Annex A.
- Inventory all charts and inform the staff if replacements are required.
- Flares are issued in waterproof orange boxes, sealed with a lead wire. The lead wire seal shall not be broken unless the flares are needed for an emergency. The OIC shall inspect the flare boxes to ensure the lead wire seals are intact - Do not open the flare boxes to inspect the flares.

TAB C TO APPENDIX IV TO ANNEX A TO DNAS OPORDER 20/002 -
INVENTORY CHECKLIST

1. Required Publications. The following navigation publications and materials shall be carried aboard all STC while operating outside of the Local Operating Area:

Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: _____
Printed Name: _____

- Navy Sailing Summer Cruise OPORDER
- Standard Operating Procedures For Large Sail Training Craft
- Boat Information Book (Navy 44s only)
- Boat specific Technical Manuals
- Offshore Log
- Bearing Record Book
- Nautical Rules of the Road (COMDTINST M16672.2D)
- Chart 1
- Updated Charts (per chart list)
- Nautical Almanac (current year)
- Reed's Nautical Almanac (current year)
- Tide Tables, Atlantic Coast of North America (current year)
- Tidal Current Tables, Atlantic Coast of North America (current year)
- List of Lights (if making passages to non-US ports)
- Light List (applicable operating areas)
- United States Coast Pilot (applicable volumes)
- Pub 102, International Code of Signals
- Fleet Guide (applicable chapters)
- Sailing Directions (if making passages to non-US ports)
- Sight Reduction Forms - various (with calculator forms)
- Plotting Sheets
- Maneuvering Boards (for limited visibility and radar watch requirements)
- Marine Navigation (Hobbs) or Dutton's Nautical Navigation
- Annapolis Book of Seamanship
- Caulder's Boatowners' Mechanical and Electrical Manual
- Advanced First Aid Afloat
- Galley Guide